

[illegible]

Authorize reimbursable work					X											
Authorize work	X	X		X	X				X				X			X
Award bonuses	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X
Award Execution	X		X		X					X	X					
Badge employee														X		
Briefings									X							
Budget Execution					X	X			X	X						
Budget Formulation				X	X	X			X					X		
Capitalize Equipment						X										
Certify funds						X										
CH Strategic Planning	X		X	X	X	X		X	X		X					
Classified Document Control			X	X						X	X	X		X		
Collect Cash			X			X					X					
Communicate IM Activities									X							
Communicate in Emergencies		X										X	X	X		X
Complete acceptance testing				X	X				X							
Comply with / maintain Permits		X	X		X						X		X		X	X
Conduct Equipment Analysis				X		X			X	X						
Conduct Inspections		X											X	X		X
Conduct Requirements Analysis									X							

Conduct Solicitation Briefings	X		X	X	X				X			X				
Conduct Training								X				X				
Contract Closeout	X		X	X	X	X			X	X	X			X	X	
Contract is Developed (CRADA) Funded Work)					X											
Contract is Developed (Federally Funded Work)					X											
Contract is Executed					X											
Contractor Acceptance of Work					X											
Contractor Workforce Restructuring							X	X								
Control Funds		X	X	X		X			X		X		X			X
Coordinate and Obtain Permits		X			X								X		X	X
Coordinate and Provide Liaison for audit		X	X		X	X					X		X			X
Coordinate approval of contractor products				X								X				
Coordinate Contract Oversight	X				X											
Coordinate Directives Comment									X							
Coordinate event	X											X			X	
Coordinate FEDSTRIP Authorization	X				X											
Coordinate Lab FTS Telephone Service and Billing									X							
Coordinate materials	X			X								X				
Coordinate New Phones/equipment problems/moves									X							
Coordinate Records Management									X			X				

Copyright Transfer										X						
Cost/Price analysis	X				X	X										
Counsel Management	X			X	X	X		X				X			X	
Create Performance Measures	X					X		X	X			X				
Customer Liason									X							
Customer pruning	X		X	X							X					
Customer Satisfaction	X	X	X	X	X	X		X	X	X	X	X	X	X		X
Cyber Security					X											
Data Reporting			X								X					
Defend Budget		X	X	X		X			X		X		X			X
Define Projects		X	X	X							X		X			X
Depreciate assets						X										
Design Measurement Instrumentation			X								X					
Destroy Records									X					X		
Determine annual performance ratings		X			X	X		X	X	X		X	X	X	X	X
Determine Compensation								X								
Determine Competitive Range	X			X	X				X							
Develop acquisition strategy	X			X	X				X							
Develop and Maintain WEB									X							
Develop Budget		X		X	X	X			X				X			X

Develop CH Policies and Procedures	X			X					X			X		X	X	
Develop Continuity of Operation Plan			X			X			X		X			X		
Develop Cybersecurity Implementation Plan									X							
Develop Disaster Recovery Plan			X			X			X		X			X		
Develop Functional Design									X							
Develop IM Operating Plan					X	X			X							
Develop IM Information Architecture Plan						X			X							
Develop Installation Plan						X			X		X			X		
Develop Maintenance Plan									X							
Develop Maximum Fee/Review M&O Fee		X			X	X							X			X
Develop Measurement Methods			X								X					
Develop performance measures					X	X			X					X		
Develop Plan - MAC			X		X						X			X		
Develop Web Design	X	X	X		X	X			X		X	X	X			X
Develop Work Authorization Document					X											
Dispose assets	X					X										
Disposition of Excess Personal Property	X		X		X	X										
Distribute Budget Approval for Motor Vehicles	X	X			X								X			X
Distribute documents	X		X	X		X			X		X	X			X	
Distribution of Materials/Samples			X								X					

Diversity Education								X				X				
Diversity Tracking												X			X	
Document Review			X		X			X			X				X	
DOE Facility Group Authorizes Work					X											
Educate Public				X								X				
Emergency Management					X											
Environmental Permitting					X											
Establish baseline		X	X	X	X				X		X		X			X
Evaluate BAFOs	X			X	X				X							
Evaluate contractor performance	X	X		X		X			X	X		X	X		X	X
Evaluate Offers/Bids/Applications including BAFOs	X		X	X	X				X		X					
Execute Training			X	X				X	X		X					
External Reporting	X	X		X		X		X	X			X	X			X
Facilitate Secretarial Involvement				X								X				
FOCI Determination	X													X		
Freedom of Information Act (FOIA) Services					X									X		
Functional Test Plan			X						X		X					
Grant Access Authorization (AA)														X		
Hardware and Software Deployment			X	X					X		X					
Hire Federal Employee			X			X		X		X	X			X	X	

Implement Change Control		X		X	X				X				X			X
Implement Measurement Methods			X								X					
Inform Congress	X			X								X				
Inform employees	X		X	X	X	X		X			X	X		X	X	
Inform Media												X				
Inform Regulators		X	X		X						X	X	X			X
Inform Stakeholders		X		X								X	X			X
Information Technology Services				X	X											
Invention Processing										X						
Involve stakeholders		X	X	X	X						X	X	X			X
Issue program guidances				X	X											
Issue Solicitation	X		X	X	X				X		X	X				
Laboratory Prime Contract Modified		X		X	X	X							X			X
License Plates and Decals	X				X											
Loan Personal Property	X				X											
M&O Subcontract Administration										X						
Maintain Application Version Control									X							
Maintain distribution lists	X	X	X	X					X		X	X	X		X	X
Maintain Hardware			X						X		X					
Maintain Hardware Inventory		X				X			X				X			X

Maintain Help Desk									X							
Maintain Information Architecture									X							
Maintain Laptop Pool		X	X						X		X		X			X
Maintain Network Management/Operation									X							
Maintain operational awareness	X		X			X		X	X		X	X				
Maintain organizational visibility	X		X	X					X		X	X				
Maintain Rewards and Recognition			X					X		X	X	X				
Maintain System Documentation			X						X		X					
Maintain Telephone Directories									X							
Maintain Training Facility									X							
Manage Accounts Receivable		X	X			X					X		X			X
Manage Performance Standards				X		X		X	X					X	X	
Manage Travel	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X
Management and Accountability of Nuclear Materials					X											
Modify Contract		X			X	X			X				X			X
Modify contracts funding	X	X	X	X	X	X					X		X			X
Monitor performance		X	X	X	X	X			X		X		X		X	X
Monitor Motor Vehicle Utilization	X				X	X										
Monitor Network Security/Performance									X							
Monitor Performance	X	X	X	X	X			X	X		X	X	X			X

Monitor time and attendance	X		X	X	X	X		X	X	X	X	X		X	X	
Monitor work assignments	X	X	X	X	X	X		X	X	X	X	X	X	X		X
Motor Vehicle Requisition	X				X											
Negotiate Agreements	X	X	X	X			X	X	X	X	X	X	X			X
Negotiate Initial / Modify pre-existing Award	X		X	X	X					X	X					
NEPA Determination		X	X	X	X						X		X	X	X	X
Obtain Internal & External Pre-Award Reviews	X		X		X	X			X		X				X	
Operate Emergency Operations Center (EOC)					X									X		
Oversee contractor	X							X		X						
Participate in Exercises			X		X						X	X		X		
Participate in IG/GAO Audit		X	X		X	X			X		X		X			X
Patent Licensing										X						
Perform Acceptance Testing									X							
Perform Application Maintenance			X						X		X					
Perform Applications Development (Programming)									X							
Perform assessment	X	X	X						X		X		X	X	X	X
Perform Configuration Management									X							
Perform contract closeout	X			X	X									X		
Perform Contracting Officer Technical Representative (COTR) Duties									X							
Perform COTS Software Management			X			X			X		X					

Perform employee appraisals	X		X	X	X	X		X	X	X	X	X		X	X	
Perform program reviews and appraisals		X	X		X			X			X		X		X	X
Perform Project Management									X							
Perform Surveillance		X	X		X			X	X		X	X	X			X
Perform System Analysis and Design									X							
Perform System Design									X							
Perform System Integration and Testing			X						X		X					
Perform/Present Reviews	X	X	X	X				X			X		X			X
Personal Property Transfer	X				X	X										
Personnel Security					X											
Physical Security					X											
Plan for Start-Up		X	X	X	X						X		X			X
Policy Development									X							
Pre-Award				X	X											
Prepare Award Documentation	X		X		X	X					X	X				
Prepare Communications				X	X			X				X		X		
Prepare DOE-wide forms	X	X	X	X	X			X	X		X	X	X	X	X	X
Prepare final assessment report	X	X			X				X	X			X			X
Prepare individual development plans	X	X	X	X	X	X		X	X		X	X	X	X	X	X
Prepare performance evaluation plans	X	X	X	X	X	X		X	X		X	X	X	X		X

Prepare Performance improvement plans	X		X	X	X	X		X	X	X	X	X		X	X	
Prepare performance plans						X		X								
Prepare position description	X	X	X	X	X	X		X	X		X	X	X	X		X
Prepare Report														X		
Prepare Reports	X	X	X		X	X		X	X		X		X		X	X
Prepare Routine Reports	X			X	X	X			X			X				
Prepare Solicitation	X			X	X				X					X		
Prepare Technology Position Statements			X			X			X		X			X		
Prioritize Budget		X	X	X		X			X		X		X			X
Process Payment	X		X		X	X					X					
Process Personnel Actions		X		X		X		X					X		X	X
Procure Contractor(s)	X			X	X							X		X		
Procure Hardware			X						X		X					
Procurement Assistance Support				X						X						
Produce Standards			X								X					
Project Closeout				X	X											
Project Execution				X	X											
Project Integration									X							
Project Planning				X	X											
Project team selection	X	X	X	X						X	X		X			X

Proposal Development				X	X											
Proposal Review and Approval		X	X	X	X			X		X	X		X			X
Provide Advice								X				X				
Provide Advice and Guidance	X	X		X		X		X	X				X	X	X	X
Provide Advice on Record Type									X							
Provide Assistance								X								
Provide Calling Cards									X							
Provide Cellular Phones									X							
Provide Expertise	X	X	X			X		X	X		X		X		X	X
Provide Fax Equipment									X							
Provide financial support				X	X	X										
Provide Information Management		X	X						X		X		X			X
Provide legal advice							X			X						
Provide Measurements			X								X					
Provide Meet-Me Conference Numbers									X							
Provide NM Guidance														X		
Provide Pager Support									X							
Provide Spectrum Management									X							
Provide Technical Direction	X			X					X							
Provide Telephone Equipment									X							

Provide Videoconferencing									X							
Publish Directives									X							
Receive Offers/Bids/Applications	X		X		X				X		X			X		
Recommend Staff Allocations						X		X								
Reconcile financial systems	X		X			X					X			X		
Record and Monitor Accounting Transactions			X			X					X			X		
Report anti-deficiencies			X			X					X					
Report Excess Personal Property	X		X		X				X		X					
Represent CH							X			X				X		
Research Measurement Methods (Combine with KAB)			X								X					
Respond to FMFIA Request		X	X		X	X		X	X		X	X	X			X
Respond to inquiries	X		X			X		X			X					
Respond to Queries	X	X	X			X					X	X	X	X	X	X
Retire Personal Property	X		X		X	X					X					
Retire Records	X					X			X	X				X	X	
Review CH Security Plan			X								X			X		
Review contractor emergency plan		X										X	X			X
Review Designs		X		X	X								X		X	X
Review Directives	X					X			X	X				X		
Review Disclosure Statements and Cost Accounting Standards		X			X	X							X			X



Support Committee/Board									X							
Support Financial Systems						X			X							
Support Systems						X			X							
Test Measurement Methods			X								X					
Track corrective actions	X	X	X	X	X	X			X		X		X		X	X
Track Findings			X								X			X		
Train Staff			X					X			X			X		
Transfer Ownership of Government Owned Equipment	X				X	X										
Upgrade Infrastructure			X						X							
Validate data quality						X										
Validate real estate costs						X										
Waiver Processing										X						
Web page upkeep	X	X	X		X	X			X	X	X		X			X
Web-based Database Management			X						X							
Work Authorization Plans		X		X		X			X				X			X